
CENTRAL DISTRICT HEALTH BOARD OF HEALTH | MINUTES
707 N. Armstrong Place, Boise, ID 83704 | Syringa Conference Room
Friday, August 19, 2022 | 8:30 a.m.

View meetings live at: <https://www.youtube.com/channel/UC4LJ1BM5Jv3zczecYkXarw/>

I. IN THE MATTER OF CALL TO ORDER

Betty Ann Nettleton, Board Chair, called the Central District Health (CDH) Board of Health meeting to order at 8:30 a.m.

II. IN THE MATTER OF ROLL CALL

The Board of Health members were identified by roll call: Betty Ann Nettleton, RN (Ret), Chair; Jane Young, DNP; Raúl Labrador; Commissioner Ryan Stirm (absent); Representative Megan Blanksma, V-Chair; and Commissioner Elt Hasbrouck, Trustee. Dr. Ryan Cole joined after the roll call was completed.

Staff: Russell A. Duke, District Director; Donna Mahan, Recorder; Laurel McMahan; Bailey Petersen; Stephanie Myers; and Victoria O'Dell

ACTION ITEMS:

III. CHANGES TO THE AGENDA

The agenda stands as presented.

IV. IN-PERSON PUBLIC COMMENTS

One community member provided public comments.

V. NEW BUSINESS

1. Vote on minutes from May 20, 2022 board meeting by Betty Ann Nettleton, Board Chair

Motion: Commissioner Elt Hasbrouck motioned to approve the May 20, 2022 board meeting minutes as presented. Seconded by Dr. Jane Young. By voice vote, Dr. Jane Young, Raúl Labrador, Representative Megan Blanksma, and Commissioner Elt Hasbrouck voted yes. Motion carried.

2. Introduction of new Division Administrator for Family & Clinic Services, Stephanie Myers, by Russ Duke, District Director

Russ introduced Stephanie Myers, our new Family & Clinic Services Division Administrator.

3. Provide an informational report on Monkeypox by Victoria O'Dell, Epidemiologist

Victoria O'Dell provided an overview of the Monkeypox virus, a variola virus related to smallpox. Currently, we have 9 cases in Idaho, eight within our district as of August 17, 2022.

4. *Provide and review Fiscal Year 2022 Year-end Financial Report by Laurel McMahan, Support Services Division Administrator*

At FY-2022 year-end, our overall revenue came in 12% over budget; and our expenditure came in 3% under budget. The year-end FY-2022 Cash Balance Statement and Reserve Report at the end of June reflected a total cash balance of \$7,168,552, and the reserve fund designation was \$5,506,247 with a cash balance of \$1,427,339, including restricted funds of \$234,966.

5. *Discuss and vote on a proposed \$1 per hour pay increase for all employees employed by Central District Health on August 19, 2022, by Russ Duke, District Director*

Russ Duke presented a proposal to increase the hourly wage of all employees of CDH by \$1, implemented upon Board approval. This request is based on staff retention and turnover, currently at 20%. The increase will be for all staffing levels except for the District Director.

Motion: Commissioner Elt Hasbrouck motioned to approve the expenditure of a \$1 increase for all employees. Seconded by Dr. Ryan Cole. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Representative Megan Blanksma, and Commissioner Elt Hasbrouck. Motion carried.

6. *Discuss a retention incentive plan for Central District Health employees to be included in the Cash Carryover Designations presentation by Russ Duke, District Director*

A request for a two-year retention incentive plan was presented to the Board based on available funding, with an August review time for additional years. The incentive plan would be used to retain staff by committing an amount of one-time money they would receive if they remained employed with CDH at a specified date in the future. The incentive amount will be based on the length of service with CDH as of December 23, 2022, and the amount would be based on years of service: \$500 for less than 6 months, \$1,000 for 6 months to 3 years, and \$2,000 for more than 3 years. If approved, the retention payout would be on December 23, for a maximum of \$254,000 in 2022, with the calendar year 2023 amount being \$273,000.

After discussing the plan, the Board supported a retention incentive plan for one year only. They will review the success of the retention program again in August before determining additional years of support.

7. *Discuss and vote on Cash Carryover Designations presented by Laurel McMahan, Support Services Division Administrator*

Laurel presented the FY-2023 carryover and reserve fund proposal for the Board to consider. Based on their last agenda item discussion, the Board discussed not funding WICHC at \$50,000 and reducing employee retention from \$520,000 to \$254,000.

Motion: Representative Megan Blanksma moved to approve the proposal with two exceptions, remove the \$50,000 for WICHC and cut the employee retention down to \$254,000. Seconded by Raúl Labrador. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Representative Megan Blanksma, and Commissioner Elt Hasbrouck. Motion carried.

8. *Provide and review Fiscal Year 2023 Financial Report by Laurel McMahan, Support Services Division Administrator*

The FY-2023 Budget to Actual for July 2022 report reflects that we are 8.33% through this budget fiscal year. Total revenues are at 7% of the budget. Fees are at 8%, contracts are at 10%, and county contributions are at 2%. Total expenditures are at 6%. Personnel costs are at 7%. Operating costs are at 7%, capital costs are at 4%, and Trustee & Benefits are at 2%. The FY-2023 Cash Balance Statement and Reserve Report at the end of July reflect a total cash balance of \$6,918,286. The reserve fund designations are \$5,098,900 with a cash balance undesignated of \$1,584,421, including restricted funds of \$234,966.

9. *Director's report to include an update on potential public health legislation for the 2023 session by Russ Duke, District Director*

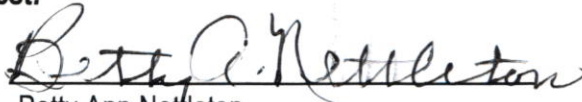
The food establishment fees in Idaho code were established in the 1990s and set the fees for public health districts to charge for a food establishment license. With the health districts now being funded by the counties, a resolution was passed in June of 2022 by the Idaho Association of Local Boards of Health to remove the food establishment fees from Idaho Code and allow each district to set their own fees. The Executive Council will begin working on legislation for the 2023 legislative session.

VI. ADJOURNMENT

The next Board of Health meeting will be on Friday, October 21, 2022, starting at 8:30 a.m. The Board adjourned at 10:13 a.m.

Motion: Representative Megan Blanksma moved to adjourn the meeting. Seconded by Commissioner Elt Hasbrouck. By voice vote, Dr. Jane Young, Raúl Labrador, Dr. Ryan Cole, Representative Megan Blanksma, and Commissioner Elt Hasbrouck voted yes. Motion carried.

Attest:


Betty Ann Nettleton
Board Chair



Russell A. Duke, District Director
Secretary to the Board

Board Minutes approved on 10/21/22.